



## Municipal Civil Service Commission Examination Announcement

420 BROADWAY ~ CITY HALL  
KINGSTON, NEW YORK 12401  
Telephone 845-334 - 3921  
[www.kingston-ny.gov](http://www.kingston-ny.gov)

### Open Competitive

<b><u>EXAMINATION TITLE:</u></b>	<b><u>Assistant Chief Water Treatment Plant Operator</u></b>
<b><u>EXAMINATION NUMBER:</u></b>	<b><u>66343</u></b>
<b><u>EXAMINATION DATE:</u></b>	<b><u>October 15, 2016</u></b>
<b><u>SALARY</u></b>	<b><u>\$58,473</u></b>

**APPLICATIONS MUST BE RECEIVED IN THE CIVIL SERVICE OFFICE NO LATER THAN September 1, 2016 by 3:00PM.**  
**Applications received/postmarked after the filing deadline will not be accepted.**

**FEE:** A **\$20.00** non-refundable application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send check or money order, with examination number, payable to City Comptroller, City of Kingston, 420 Broadway Kingston, NY 12401. **WE DO NOT ACCEPT CASH.**

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. You may get this form at the Civil Service Office, 420 Broadway Kingston New York 12401 or on the website at [www.kingston-ny.gov](http://www.kingston-ny.gov).**

**EXAM ELIGIBILITY:** If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify. Do not interpret a notice to appear for, or actual participation in the examination, to mean that you have been found to meet the announced requirements. Depending on the time available before the examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time those candidates not meeting the requirements will be disqualified and notified of such disqualification. Those candidates who are subsequently disqualified after taking the test will not be notified of their score.

**VACANCIES:** The eligible list resulting from this examination will be used to fill full-time and Part-time vacancies which may occur during the life of the list with the City of Kingston Water Department.

**RESIDENCE REQUIREMENT/PREFERENCE IN APPOINTMENT:** You must be a resident of Ulster County for at least **30 days prior** to the date of examination to apply for this exam. Preference in appointment for City positions **may** be given to residents of the City of Kingston for at least **30 days prior to date of certification of the eligible list.**

**DUTIES:** The work involves assisting the Chief Water Treatment Plant Operator in supervision and technical responsibility for the safe and efficient operation and maintenance of a Type A Water Treatment Plant containing facilities for filtration with pretreatment process. An employee in this class assists the Chief Water Treatment Plant Operator in supervising daily operations and maintenance of the plant, reservoir and monitoring and repair of pumping stations. The work is performed under the general supervision of the Chief Water Treatment Plant Operator with considerable leeway allowed to exercise independent judgment in supervising the daily operation of water treatment facilities. The incumbent exercises supervision over treatment plant personnel.

**MINIMUM QUALIFICATIONS:** Graduation from High School or a high school equivalency diploma and two years as a Senior Water Treatment Plant Operator and Type A Plant with Facilities for filtration, which treats over 2.5 million gallons per day;

Possession of a Grade 1-A Water Treatment Plant Operator certificate issued under the provision of the New York State Sanitary Code at time of appointment.

**SUBJECT OF EXAMINATION:** Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

2. Operation and maintenance of pumps, valves, and related mechanical and electrical equipment

These questions test for knowledge of the principles and procedures involved in the operation, maintenance, and repair of pumps, valves, and related mechanical and electrical equipment, including motors and electric circuitry; and for the ability to identify various types of pumps, valves, and related equipment and understand their functions.

3. Physics, chemistry, and bacteriology as related to water treatment and purification, including laboratory and field tests

These questions test for knowledge of the principles and practices of water treatment, purification, sampling, and testing, including such areas as the principles of physics, chemistry, and bacteriology involved; terminology associated with water treatment and testing; objectives and principles of various water treatment and testing procedures; measurement, sampling, and preservation of water samples; interpreting test results; and the effects of variables on water treatment processes.

4. Practices and equipment used in the operation and maintenance of a Type A water treatment plant

These questions test for knowledge of the principles and practices associated with the operation and maintenance of Type A water treatment plants, including such areas as objectives and purposes of plant processes and equipment; terminology associated with Type A water treatment plants; conditions and situations encountered in Type A water treatment plants, including safety concerns; water disinfection and dosing; and equipment and materials used in Type A water treatment plants. Some questions may involve basic arithmetic calculations.

5. Tools, mechanical aptitude, and reading of scales, meters, and gauges

These questions test for knowledge of the tools used in water and wastewater treatment plants; the ability to identify various types of tools and their uses; knowledge of general mechanical principles and the operation of various types of mechanical devices such as gears, pulleys, levers, valves, and similar types of mechanical equipment; and the ability to read and interpret information displayed on various types of scales, meters, and gauges.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**CALCULATOR STATEMENT:** Use of a calculator is **ALLOWED**.

**SPECIAL NOTE:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for

special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to Civil Service Office, 420 Broadway, Kingston, NY 12401 as soon as possible before the test date.

**PREPARATION/RATING OF EXAMINATIONS RULE:** This examination will be prepared and rated in accordance with Section 23(2) of the civil Service law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

**CROSS FILER STATEMENT:** Applications may be obtained on our website at [www.kingston-ny.gov](http://www.kingston-ny.gov) or at the Civil Service Office, City Hall, 420 Broadway, Kingston, NY or by sending a legal-size self-addressed stamped envelope to: Municipal Civil Service Commission, 420 Broadway Kingston, NY, 12401. **Application received/postmarked after the filing deadline will not be accepted.** This department does not acknowledge receipt of application and does not accept responsibility for non-delivery or postal delay. If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both **STATE** and **LOCAL** government examinations, you must make arrangements to take all your examinations at the State Examination Center by calling (518)457-7022 no later than two weeks before the test date. If you have applied for other local government examinations, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than **TWO** weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

**ALTERNATE TEST DATES:** Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Upon specific circumstances an alternate test date may be arranged. If a medical emergency prevents you from appearing for the examination, please notify this office no later than 4:00 PM on the Monday following the test date (Tuesday if Monday is a holiday) providing verifiable documentation of the reason. A determination will be made if you will be scheduled for an alternate test date.

**WEATHER EMERGENCIES:** in case of adverse weather conditions, any delay or cancellation, notice will be broadcast over local radio stations (WKNY, 1490) & (WGHQ, 920) 6 a.m. and 8 a.m. on the date of the examination.

**VETERAN'S CREDIT** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office.

Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

**ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent had served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicant may be required to undergo a State and National criminal history background investigation, which may include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background checks may result in disqualification.